

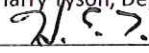
## STANDARD PROCEDURE

CITY OF WILSON

PERSONNEL MANUAL

SUBJECT	NUMBER	EFFECTIVE DATE	SUPERSEDES
Risk Management and Loss Control	F-1	2/22/2021	New
Prepared By: Human Resources		Approved By: Harry Tyson, Deputy City Manager	

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**1.0 Purpose**

To minimize the frequency and severity of losses and provide information about the functions of the various components of the City's Loss Control Program.

**2.0 Scope**

All employees are covered under this policy.

**3.0 Policy**

The City has a very aggressive Safety and Loss Control Program. It is comprised of committees, review boards, special programs, special training, and a commitment to safety in the workplace and the public in general.

**4.0 Definitions**

- 4.1 **Risk Management:** The process of identifying, monitoring and managing potential risks in order to minimize the negative impact they may have on the organization.
- 4.2 **Loss Control:** A risk management technique that seeks to reduce the possibility that a loss will occur and reduce the severity of those that do occur by identification and evaluation of risks before they become actual losses.

**5.0 Loss Control Program Components**

- 5.1 **Risk Committee:** A committee comprised of the Deputy City Manager, Director of Human Resources, Workers' Compensation Coordinator, Safety and Risk Coordinator, Chief Financial Officer and city attorney representatives. The Committee meets quarterly or as needed to review and manage key workers' compensation and general liability claims, discuss potential losses and strategize as needed to mitigate/reduce loss.
- 5.2 **Vehicle Accident Review Board (VARB):** A group comprised of representatives of various positions within departments with larger fleets. The group meets on a periodic basis to review motor vehicle accidents in which City vehicles have been involved. City motor vehicle accident reports are reviewed and points are assigned depending on the degree of preventability on the part of involved employees. Points are also assigned for failure to wear seat belts. Standard instructions for the points system were previously developed and are used by VARB in assigning points.
- 5.3 **Safety and Orientation Training Program:** Oversight for a general safety program will be managed by Human Resources in conjunction with department heads to ensure appropriate training is provided and a mindset of working safety is instilled in all employees.
- 5.4 **Human Resources Safety Initiative Meetings:** Human Resources safety initiative staff members meet monthly to review incidents/injuries that occurred during the preceding period and provides a summary to the department heads for their review. Human Resources uses investigations and incident reports to determine City/departmental trends, ways to prevent/reduce the number of incidents, and provides information to departments for targeted discussions with employees.
- 5.5 **Departmental Safety Meetings:** Each department is instructed to have monthly safety meetings/discussions to cover required safety training, discuss any current safety trends or recommendations that come from Human Resources, and/or address immediate internal incidents/concerns.

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**6.0 Procedures**

- 6.1 The City of Wilson will provide a safe working environment for employees, including providing training,
- 6.2 Human Resources will develop a safety and orientation training program for new hires that includes a review of key policies and OSHA required training. This training will be provided on a quarterly basis and policy sign-off will occur at that session.
- 6.3 Each department will develop a safety orientation and training program for new hires and current employees. This training will specifically address safety and health hazards found in respective departments or work areas, ways to mitigate hazards and protect employees, as well as required OSHA, organizational and departmental training.
- 6.4 Supervisors will thoroughly instruct each employee in the safety requirements of the job, along with appropriate personal protective equipment (PPE).
- 6.5 Human Resources will provide a program of required annual training for departments, access to resources for the training, visual reminders and other safety communications, and track and manage training completion.
- 6.6 Human Resources will recommend specific training requirements for departments based on the internal review of incident/injuries data for that department, as needed.
- 6.7 Supervisors will thoroughly instruct each employee in the safety requirements of their jobs.

**7.0 Administrative Guidelines**

- 7.1 The responsibility for claims investigation, management, processing and settlement is delegated by the City Manager jointly to the Risk Committee and Human Resources.
- 7.2 All claims against the City of Wilson, including those involving losses or incidents involving damage to property, should immediately be reported to Human Resources staff (Safety and Risk Coordinator or Workers' Compensation Coordinator), as applicable.
- 7.3 The applicable Human Resources staff members will be responsible for notification of the appropriate insurance carrier and the City attorney, as needed.
- 7.4 Claims settlement will comply with City Council Resolution R-044-96, which specifies settlement authority limits.
- 7.5 Other City safety policies should be consulted to provide more details about various aspects of the organization's safety processes and guidelines. These policies are available in the City's Safety and Risk policy section within the overall Employment Policy Manual.